

Pollution Liability Insurance Agency  
**POLICY MANUAL**

GENERAL TOPIC: **Use of State Resources**

POLICY NUMBER: 2.05

SUBJECT: **Prohibiting Private Use of State Resources**

DATE ISSUED:

CONTACT: **Director**

DATE REVISED: 1/10/03

REFERENCE: RCW 42.52.160, WAC 292-110-010

APPROVED: \_\_\_\_\_

Roger Dovel, Director

**I. PURPOSE**

To ensure compliance with state law and to outline PLIA's position regarding the use of state resources.

**II. SCOPE**

This policy applies to all employees. Violations of this policy may result in corrective and/or disciplinary action.

**III. DEFINITIONS**

**De minimus use** – An infrequent or occasional use that results in little or no actual cost to the state.

**State Resources** – State resources refer to all resources under an employee's control including but not limited to: facilities of an agency, state employees, computers, equipment, vehicles, and consumable resources. State resources also include state information, e.g. databases, employee lists.

**IV. POLICY**

**A. State Funds, Equipment, Supplies, Facilities and Other Resources Are For State Business Only.**

Employees may not use state resources including any person, money or property under the employee's official control or direction for private or personal benefit or gain of the employee or any other person or outside organization. Personal benefit or gain may include a use solely for personal convenience or a use to avoid personal expense.

**B. Occasional and Limited Use of State Resources is Allowed in Some Circumstances.**

Notwithstanding the prohibition stated in Section IV.A., employees may make occasional but limited use of state resources only if each of the following conditions is met:

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1. There is little or no cost to the state;
2. Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;
3. The use does not interfere with the performance of the employee's official duties;
4. The use does not disrupt or distract from the conduct of state business due to volume or frequency;
5. The use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and
6. The use does not compromise the security or integrity of state property, information or software.

**C. Use of Any State Resources is Strictly Prohibited in Specific Circumstances.**

Permissible uses do not include the following:

1. Any use for the purpose of conducting an outside business or private employment.
2. Any use for the purpose of supporting, promoting, or soliciting for an outside organization or group unless provided for by law or authorized by the Director.
3. Any use for the purpose of assisting a campaign for election of a person to an office, to participate or assist in lobbying the state Legislature or state agency head (RCW 42.17.190), or for the promotion of or opposition to a ballot proposition (RCW 42.52.180).
4. Commercial uses such as advertising or selling.
5. Any illegal activity or use prohibited by agency policy.
6. Any private use of any state property that has been removed from state facilities or other official duty stations, even if there is no cost to the state.

**D. Permitted Use of Computers, Electronic Mail, and the Internet.**

Notwithstanding the prohibition stated in Section IV.A., and in accordance with sections IV.B and C, a "de minimus" personal use of computers, electronic mail, and the Internet is permitted. For the purposes of this section, "de minimus" shall mean 5-10 minutes on an infrequent basis.

Examples of permitted uses may be viewed at the Executive Ethics Board's website, <http://www.wa.gov/ethics/>, FAQ's.

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